United Nations ST/IC/2009/23

Secretariat

20 May 2009

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations Children**

1. The after-school recreation and study programme for United Nations Children is open to 5- to 11-year-old children whose parents work at the United Nations, delegations, consulates or specialized agencies of the United Nations system. Conducted under the auspices of an independent Board of Trustees, the programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 38 years ago to assist working parents who were not in a position to provide after-school care for their young children, the programme enjoys limited subsidies, which make it possible to open it up to parents at the cost of $1,000 per child per semester. This fee represents only a part of the actual cost per child incurred by the programme. Special family circumstances will be taken into consideration for those families with a net joint income below $50,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The fall 2009 semester will run from Monday to Friday, beginning on Tuesday, 8 September 2009, from 3.15 p.m. to 5.45 p.m. (6.15 p.m. during the General Assembly period). The spring 2010 semester will commence on Monday, 25 January 2010. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made by parents on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it with a cheque for $1,000 no later than Friday, 28 August 2009 to room S-2938. After that date there will be a late fee of $100 per child. If there are any changes, you will be notified in good time.

* Expiration date of the present information circular: 31 December 2009.

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5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the programme. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3-8730.

7. *Note premises*: Dag Hammarskjöld Library, lower level, room S-B1-52.

Application for the after-school recreation and study programme for United Nations Children

Fall semester 2009

Renewal

New application

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____ Nationality _____

School currently attending _____ Location _____

Previously enrolled in the after-school recreation and study programme? Yes/No

Names of parents or guardians _____

Room _____ Tel. _____ e-mail _____

Grade and step _____ Education grant: Yes/No Nationality _____

Home address _____ Tel. _____

Name of spouse _____ e-mail _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Tel. _____ e-mail _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____

Tel. _____ e-mail _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay $1,000 for each child per semester, *which represents only part of the actual cost per child incurred by the programme*. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $50,000.

How many persons does your family salary provide for? _____

Is your net family income* above $50,000? Yes/No

You may be asked to provide supporting information at a later date.

Payment made to the after-school recreation and study programme is attached. This fee is non-refundable unless the programme is discontinued. **There will be a late fee of $100 after 28 August 2009.**

The hours are from 3.15 p.m. to 5.45 p.m. (6.15 p.m. during the General Assembly period). Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time.

Children must be picked up at the latest by 5.45 p.m. (6.15 p.m. during the General Assembly period). Children will be asked to leave the programme if parents fail to pick them up on time on two occasions. Children who are disruptive or disrespectful to their peers or the staff in the programme will also be asked to leave. In either event, there will be no refund of the fee.

Certification

I have read and agree to the regulations regarding time of pickup of children. I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

* Net income is defined as salaries, post adjustment, education grant and dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution.